

REGISTRATION, RESERVATIONS, AND REIMBURSEMENT

REGISTRATION

Registration in the Fastlane system is required for all panelists.

[NSF Fastlane System](#)

For Remote/Virtual Panelist you will be sent specific instructions about the type of virtual participation that will be used during the meeting.

- [WebEx Instructions](#)
- [Jabber Instructions](#)
- [BlueJeans Instructions](#)

RESERVATIONS

Making Travel Reservations

Government regulations require that all travel arrangements must be made through our contracted travel agent, ADTRAV. There are several options for making travel reservations:

Option 1: Call AdTrav directly with your request at 1-855-417-4024. AdTrav will ask for your meeting or panel ID. This is the preferred method of making travel reservations.

Option 2: You can make your reservations on the Web. Go to FastLane at www.fastlane.nsf.gov and click on "Panelist Functions." "Panelist" refers to proposal review panels, participants of advisory committees, COVs, and site visits. Next, login using your name, panel ID, and password provided by your program office and go to the "Panelist Travel System." Here you can fill out a reservations worksheet that is transmitted electronically to AdTrav. AdTrav will make your reservations and email you your itinerary.

Making Hotel Reservations

Panelists are responsible for making their own lodging/hotel reservations. These arrangements can be made when making your travel arrangements with AdTrav. If you would like assistance with making your hotel reservations, feel free to contact a representative at Accommodations Unlimited, 800-201-4005 or at nsf@wedothellegwork.com. Accommodations Unlimited has access to a number of hotels in the nearby area that offer government rates. Please alert your agent that you are attending a meeting at the NSF located in the Hoffman area of Alexandria, Virginia, this will ensure

that you receive lodging near NSF. If you contact the hotels directly be sure to request the Government Rate.

Please be mindful that you will need to provide your dates of travel and a credit card number with expiration date to guarantee your reservation. Accommodations Unlimited and the National Science Foundation have worked together for many years to streamline the process for panelists, and we look forward to hearing from you. Please keep in mind you can contact any hotel you want on your own but if you would like assistance or help Accommodations Unlimited is available.

REIMBURSEMENTS

The types of panelist are listed below; click on the link that corresponds to your type to get further information on what is needed for reimbursements.

Types of Panelist:

[Type 1- Non-Federal, Non-Local, Attending On-Site](#)

[Type 2- Local](#): A local participant for Alexandria, VA meetings is defined as someone living 35 miles or less from Alexandria, VA. A local participant for meetings held outside of Alexandria, VA is defined as someone living within the geographic boundary of that city or can commute daily.

[Type 3- Remote/Virtual](#): A meeting participant who has written a review and who for various reasons did not participate on-site. The participant participated via teleconference, videoconference, webcast, or online forum. A meeting participant participating in a panel that is completely held via teleconference, videoconference, webcast, or online forum.

[Type 4- US Federal](#): An individual is a Federal Employee when his/her position or job is classified and graded within some Federal job system (such as the General Schedule (GS), the Senior Executive Service (SES) or an excepted service system which may be characterized by AD or EX or other, similar initials). Pay checks for employees under all Federal pay systems are issued by the U.S. Treasury.

[Type 5- Non-US Citizen, Non-Permanent Resident](#)

[Return to Information for Panelists](#)